

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Assessor	CLASSIFICATION:	332
SUPERVISOR:	Chief Appraiser	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Appraise real and personal property using mass appraisal approaches, methods and techniques. Make calculations to determine market and maximum assessed values of property. Respond to inquiries from the public and prepare data for presentation. Work performed is similar to that of a Property Appraiser 2 but without the same scope of responsibilities, complexity, and judgement. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Conduct appraisals of personal and real properties including residential, recreational, rural, floating and mobile home properties. Appraise new construction and additions to existing structures. Accurately enter inventory data and values into Assessment and Taxation Computer Assisted Appraisal Program. Compute values of land and improvements when necessary.

Assist in gathering and evaluating sales for the purpose of determining land schedules, modifiers and depreciation schedules to be used in recalculation and reappraisal setups.

Perform field inspections of properties by physically examining land and buildings to determine size, class, quality and locations. Observe depreciation, compare to benchmark properties and make adjustments. Discover new buildings or additions not previously on the assessment and tax rolls. Use copies of building permits and mobile home siting permits to aid in the discovery process.

Assist the public by responding to inquiries regarding property tax laws, deferral programs, appraisal procedures, determination of market and maximum assessed values, etc. Handle complaints and explain appraisals.

Maintain necessary registration as an appraiser which is required by the State of Oregon and/or County through attendance at seminars, workshops, training sessions, etc.

Maintain pertinent resource materials to help establish assessed values. Maintain records and files within section. May assist in the defense of appraisals before various appeal jurisdictions by providing higher classified appraisers with appropriate information.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Works under the direction of the Assessor who assigns and reviews work for conformance to established appraisal procedures and methods.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree in related field or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

CERTIFICATES, LICENSES, REGISTRATIONS: Certified or registered as a property appraiser. Must be able to obtain Registration as a qualified appraiser by the State of Oregon under the provisions of ORS 308.010 within 90 days of employment; possession of an appropriate driver's license and must be insurable under the County's liability coverage.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principles, practices and methods of property appraisal and of the preparation and use of official records, such as deeds, mortgages and contracts, cadastral maps and legal descriptions. Familiarity with computers and general business software.

Ability to communicate effectively both verbally and in writing. Ability to accurately appraise a variety of land holdings. Ability to work both independently and as a team member. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position while in the office are minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Field activity requires additional physical demands, such as bending, stooping, climbing, etc. and driving or sitting in a vehicle for long periods of time during inspections. Driving is required on a regular basis.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. The performance of field work requires walking over various terrain or other hazards and exposure to all weather conditions.